



Natural Resources Conservation Service
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

April 27, 2004

TENNESSEE BULLETIN NO. 300-04-4

SUBJECT: LTP – ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP)
RANKING - FY 2004

Purpose. To inform field staff of requirements for review of ranked EQIP applications.

Expiration Date. September 30, 2004.

The authority to rank and score Environmental Quality Incentives Program (EQIP) applications in Tennessee is delegated to the District Conservationists and Area Conservationists. Recent guidance contained in [National Bulletin 300-04-4](#) requests that ranked applications shall be reviewed by another appropriately qualified NRCS employee. In order to comply with this request, the following guidance is issued to assure consistency and accuracy are achieved and the appearance of any bias in the ranking is avoided:

1. Where qualified employees are available within the field office, the review will be completed by local field office NRCS staff. The Area Conservationist will determine where qualified employees exist at field offices.
2. If qualified employees are not available to complete the review, field staff may be detailed from nearby field offices at the direction of the Area Conservationist.
3. Area Resource Conservationists will follow up and provide additional guidance and spot checks to assure that reviews are properly completed.
4. Individuals completing reviews will document by placing initials and date on the lower right-hand corner of the first page of the worksheet with appropriate comments.

Additional guidance is available on request from Donald L. Dotson, Assistant State Conservationist (Programs), at (615) 277-2567.

/s/

JAMES W. FORD
State Conservationist

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